

SECTION 01324
CONSTRUCTION SCHEDULE & PROGRESS DOCUMENTATION
(Construction value less than \$5M)

1 GENERAL

1.1 DESCRIPTION

- A.** This Section specifies the general requirements and procedures for preparing and submitting schedules for all Construction projects that have a value less than \$5 million dollars.
- B.** Refer to Section 00700 – GENERAL CONDITIONS for requirements associated with Delay, Suspension of Work and Extension of time.
- C.** Refer to MBTA Project Controls Manual, latest edition for standards and requirements that supplement this specification section.

1.2 CONSTRUCTION SCHEDULE REQUIREMENTS

- A.** The Contractor's approach to prosecution of the Work shall be disclosed to the Authority by submission of the schedule documentation required by this Section.
- B.** After Contract award, the Contractor shall attend an initial schedule informational session. The Authority and its consultants will attend this session. The Contractor shall anticipate requiring the attendance of key members of the Contractor staff (consisting of no less than the Project Manager, the Site Supervisor, an Office Engineer, and the Construction Scheduler), plus a representative of the key sub-contractors (as determined by the Authority).
- C.** The Contractor is advised that its schedules will be an integral part of the Authority's management program. The Contractor's schedules will be used by the Authority to plan the level-of-effort by its own work forces and consultants, and as a critical decision making tool. Accordingly, the Contractor shall ensure that it complies fully with the requirements specified herein and that its schedules are both timely and accurate throughout the life of the project. The Contractor's schedules shall be used by the Authority and Contractor for the following purposes as well as any other purpose where the issue of time is relevant, and the Contractor must prepare and plan the Schedule taking the following considerations into account:
 - 1. To communicate to the Authority, the Contractor's current plan for performing and completing the Work;

2. To identify Work items and paths that are critical to the timely completion of the Work;
3. To evaluate the best course of action for mitigating or recovering from schedule delays;
4. As the basis for analyzing the time impact of changes in the Work;
5. To document the actual progress of the Work;
6. To aid in integrating the Work with the operational requirements of the Authority;
7. To assign responsibility for performing specific activities;
8. To identify and facilitate access to and availability of work areas;
9. To identify interfaces and dependencies with preceding, concurrent, and follow-on contractors;

D. The Contractor shall submit a schedule within fifteen (15) days after the Notice to Proceed.

E. The Contractor shall prepare the schedule with the following considerations:

1. The Contractor shall submit an initial detailed bar chart schedule showing anticipated activities and durations for that Work.
2. Microsoft Project or Oracle Primavera P6 EPPM Scheduling software shall be used for all schedules.
3. The level of detail shall be sufficient to demonstrate the work by trade crews.
4. Provide a narrative report to include the following information;
 - a. A description of the Contractor's approach to the Work Assignment.
 - b. A description of any phasing of the Work.
 - c. A description of the work crews and equipment that will be used for the Work Assignment.
 - d. A description of any restrictions that may affect the execution of the Work Assignment.
 - e. A list of all assumptions that the Contractor makes regarding the execution of Work.
 - f. A description of any work shifts that will be used during the execution of Work.

5. When the Substantial Completion date requires adjustment, the Contractor shall provide (a) reason for the change, (b) progress update showing actualized activities, and (c) include any resequencing of Work.
6. At final completion of the contract, provide an actualized (as-built) schedule.
7. The contractor shall prepare the schedule submittals over the life of the project and submit for review utilizing the MBTA's Project Management Information System, e-Builder. The Contractor will submit electronic files in their native file format containing the complete construction schedule data and files in compliance with the requirements of this Section.

1.3 SCHEDULE OF VALUES

- A. A Schedule of Values depicting the allocation of costs for items in proportion to the scope of work as defined in the Contractor's bid shall be submitted with the Construction schedule within 15-days of the Notice to Proceed. The individual items in the schedule of values should not exceed \$50,000.

1.4 MEASUREMENT AND PAYMENT

- A. Except as provided in Section 01150 or 01151 - MEASUREMENT AND PAYMENT, no separate measurement or payment will be made for work required under this Section and all costs in connection therewith will be considered incidental to the item of Work to which they pertain.

END OF SECTION